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**SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

(Signature of Traveler)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Stanford University (Partnership between Stanford's Hoover Institution, Freeman Spogli Institute, Human Centered Artificial Intelligence Institute)
2. Description of the trip: An intensive program for Congressional staff which consists of three days of seminars, simulations, and keynote presentations.
3. Dates of travel: August 26 - 29, 2019
4. Place of travel: Stanford University, Stanford, CA
5. Name and title of Senate invitees: See attached list
6. I certify that the trip fits one of the following categories:  
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
- OR -  
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
- AND -  
☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
- AND -  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

**9. USE ONLY IF YOU CHECKED QUESTION 6(B)**

**I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:**

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

-OR-

- ☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

**10. USE ONLY IF YOU CHECKED QUESTION 9(B)**

**If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:**

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

- 12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

Stanford University solely planned all aspects of the trip including topics discussed, travel/accommodation logistics, and required paperwork. Stanford staff will also be responsible for traveling with Congressional staff and managing logistics for the duration of the trip.

- 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:**

**Stanford University is a 501(C)3 institution of higher education that seeks to promote the public welfare by exercising an influence in behalf of humanity and civilization, through teaching and rigorous scholarship.**

- 14. Briefly describe each sponsor's prior history of sponsoring congressional trips:**

Stanford University has sponsored several trips for Congressional staff. Specifically, this is the fourth Cyber Boot Camp for Congressional staff organized by Stanford. The most recent one was August 2017 and had a similar format to this trip.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Stanford University regularly sponsors policy panels and roundtables for think tank scholars, journalists,

Congressional staff, Executive branch officials, academics and members of the public. Additionally

Stanford educates numerous undergrad and graduate students within the university.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$599.45 Round trip airfare	\$600 (\$200/night)	\$218	None
<input type="checkbox"/> Actual Amounts	\$60 Ground transportation			
	\$659.45 Total			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip involves an event that is arranged/organized specifically with regard to Congressional staff participation.

18. Reason for selecting the location of the event or trip

IN order to have a significant number of California-based faculty participate in the event, we are hosting it at the Stanford University campus.

19. Name and location of hotel or other lodging facility:

Schwab Residential Center, 680 Serra Street, Stanford CA 94305

20. Reason(s) for selecting hotel or other lodging facility:

The Schwab Residential Center is owned and operated by Stanford University. It is in close proximity to the events that comprise the program, and falls into the per diem guidelines.



- 21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:**

Lodging expenses are less than the federal per diem for Stanford, CA. Meal expenses are less than the federal per diem for Stanford, CA.

- 22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:**

**Stanford University will provide economy class round trip airfare between Washington, DC and San Francisco, CA, and ground transportation in California.**

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

**Signature of Travel Sponsor:**

**Name and Title:** Russell Ward, Senior Manager, External Affairs

**Name of Organization:** Stanford University

**Address:** 434 Galvez Mall, Stanford, CA 94305

**Telephone Number:** 202.760.3200

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